

BMS4114 How to get more organized at work

PURPOSE:	To teach participants how to organize their work areas and use effective time management techniques for enhanced productivity.
LEARNING OUTCOMES:	Upon completion of this course, participants will be able: Utilize simple planning techniques To keep their in-box under control To manage interruptions and crisis To evaluate abilities to make task decisions To respond to the stress of changes in plans To prioritize paperwork in order to complete task
CONTENT:	This course instructs the participants in the following areas: Identify and help individuals with different behavioral styles manage their time Identify and address time wasters Streamline and organize paperwork Building a comprehensive overview of priorities for higher performance Establishing a framework for daily and weekly planning
METHODS:	The course will begin with a pre-assessment and information regarding the latest techniques for planning and organizing work. The participants will then have an opportunity to share experiences and discuss the day-to-day pressures which interfere with good planning. This will be followed by application of the new skills through the use of case studies and role-playing. The course will conclude with a post-assessment and a post-course plan of action.
LENGTH:	4 hours / 1 session
AUDIENCE:	Non-management employees
PREREQUISITES:	None
CEU CREDITS:	.4 CEU Credits